

**Department of Human Resources Office of Victim Services  
Rape and Sexual Assault Prevention Program  
Service Provider Monthly Report**

**DIRECTIONS**

**TARGET POPULATION CHART:**

*Sample Explanation*

In one month, Center X conducted a total of 5 sessions with 100 staff from a local college/university on the topics of the role of alcohol and drugs in rape, sexual coercion and healthy relationships. A pre/posttest was administered in 4 of the 5 sessions (80%). [If audience members from the sessions as a whole included women, men, African-Americans, Caucasians and individuals of Asian decent, for example, the corresponding boxes would be checked in the Demographics section of the form. In cases of uncertainty, please make an educated guess regarding the groups represented.]

*Professional Groups*

- Indicate the total number of individuals from the particular professional group attending and the total number of sessions held.
- Indicate the topics covered (list by name). **Approved topics are listed on the second page of the report. Any topics listed under “Other” MUST be prevention-related.**
- Indicate how often a pre/posttest evaluation was administered out of the total number of sessions conducted. Enter as an approximate percentage (%).

*General Public*

- Complete in the same manner as the professional groups section indicated above.

*Demographic Information*

- Indicate the demographic make up of session audiences by checking the appropriate boxes.

**INFORMATION MATERIALS CHART:**

- Indicate the type(s) of materials developed/distributed, the language used, target audiences and topics covered. Check all that apply.
- Again, any topics listed under “Other” MUST be prevention-related.

**RPE HOTLINE SERVICES CHART:**

- Complete the ‘Hotline Services’ section **only if** RPE funds are used to service the hotline.

**GENERAL TIPS:**

- When an audience can be classified under two categories, e.g. middle schoolers at a church event, “students” trump. It is more informative for us to know how many *children* are receiving education.
- Please remember to sign and date the form.
- Please indicate DHR grant agreement number for the activities reported on these forms.

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**Rape Crisis Center:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Person Reporting:** \_\_\_\_\_ **Month/Year:** \_\_\_\_\_

**DHR prevention grant agreement#:** \_\_\_\_\_

Target Population	No. of People	No. of Sessions	Topics	Use of Pre/Posttest (Record as %)
<b>Professionals</b>				
<b>SAMPLE</b> College/University Staff	100	5	Alcohol, Drugs & Rape; Sexual Coercion; Healthy Relationships	80%
Community-Based Org.				
College/University Personnel				
Doctors				
Health Department				
Health Professional				
Human Resources				
Law Enforcement				
Lawyers/Judges				
Mental Health				
Nurses				
Private Sector				
Rape Crisis Staff				
Social Services				
Substance Abuse Professional				
Teachers				
Volunteers				
Other (List)				
<b>TOTAL</b>				
<b>General Public</b>				
Pre-K Group				
Elementary Students				
Middle School Students				
High School Students				
College/University Students				
Parents				
General Public				
Disabled				
Elderly				
Survivors (Other than AMAC)				
Adults Molested as Children (AMAC)				
Faith Community				
Other (List)				
<b>TOTAL</b>				

**Demographics (check all that apply)**

- ☐ Female Only  
☐ Male Only  
☐ Male and Female

☐ Hispanic/ Latino  
☐ Black/African American  
☐ Other: \_\_\_\_\_

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**Rape Prevention Education Informational Materials – Developed and/or Distributed**

<b>Materials</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Brochures</li> <li><input type="checkbox"/> CEU Courses</li> <li><input type="checkbox"/> Curricula</li> <li><input type="checkbox"/> Health Fairs</li> <li><input type="checkbox"/> Newsletters</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Newspaper Ads</li> <li><input type="checkbox"/> Posters</li> <li><input type="checkbox"/> Radio Ads</li> <li><input type="checkbox"/> Media Campaign</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Packaged Presentation</li> <li><input type="checkbox"/> TV Ads</li> <li><input type="checkbox"/> Websites</li> <li><input type="checkbox"/> Other (List)</li> <li>_____</li> </ul>
<b>Languages (non-English)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Spanish</li> <li><input type="checkbox"/> Korean</li> <li><input type="checkbox"/> French</li> <li><input type="checkbox"/> German</li> <li><input type="checkbox"/> Unknown</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chinese</li> <li><input type="checkbox"/> Japanese</li> <li><input type="checkbox"/> Tagalog (Philippines)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Other (List)</li> <li>_____</li> <li>_____</li> </ul>
<b>Target Populations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elementary</li> <li><input type="checkbox"/> Middle School</li> <li><input type="checkbox"/> High School</li> <li><input type="checkbox"/> College/University</li> <li><input type="checkbox"/> Parents</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> General Public</li> <li><input type="checkbox"/> Disabled</li> <li><input type="checkbox"/> Elderly</li> <li><input type="checkbox"/> Female Only</li> <li><input type="checkbox"/> Male Only</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Black/African American</li> <li><input type="checkbox"/> American Indian/Alaska Native</li> <li><input type="checkbox"/> Hispanic/Latino</li> <li><input type="checkbox"/> N/A</li> <li><input type="checkbox"/> Other (List)</li> <li>_____</li> </ul>
<b>Topic Areas (Approved Topics)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rape Prevention</li> <li><input type="checkbox"/> Alcohol/Drug Rape</li> <li><input type="checkbox"/> Sexual Coercion</li> <li><input type="checkbox"/> Dating Violence</li> <li><input type="checkbox"/> Healthy Relationships</li> <li><input type="checkbox"/> Men's Role in Prevention</li> <li><input type="checkbox"/> Rape Myths</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Drug-Facilitated Rape</li> <li><input type="checkbox"/> Media Advocacy</li> <li><input type="checkbox"/> Media Violence</li> <li><input type="checkbox"/> Risk Reduction</li> <li><input type="checkbox"/> Role of Bystanders</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Rape Culture</li> <li><input type="checkbox"/> Rape is a Crime</li> <li><input type="checkbox"/> Self Defense</li> <li><input type="checkbox"/> Sexual Harassment</li> <li><input type="checkbox"/> Gender Roles</li> <li><input type="checkbox"/> Other Prevention (List)</li> <li>_____</li> </ul>

**RPE Hotline Services (Indicate only if RPE funds are used for this activity)**

<b>Total Calls:</b> _____  <b>% Rape-Related Calls:</b> _____  <b>% of State/County Covered:</b> _____  <b>% Evaluated:</b> _____	<b>Languages (non-English)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Spanish</li> <li><input type="checkbox"/> Korean</li> <li><input type="checkbox"/> French</li> <li><input type="checkbox"/> German</li> <li><input type="checkbox"/> Unknown</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chinese</li> <li><input type="checkbox"/> Japanese</li> <li><input type="checkbox"/> Tagalog (Philippines)</li> <li><input type="checkbox"/> Other (List)</li> <li>_____</li> <li>_____</li> </ul>
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**Briefly describe successes or specific accomplishments not previously addressed on this form:**

**Signature of Person Reporting:** \_\_\_\_\_ **Date:** \_\_\_\_\_